



Instructions for Oral Presentations

A. Before arriving onsite

- All oral presentations will be required in PowerPoint format (PPT).
- Please bring your presentation on a USB storage device. As a precaution, we suggest you to email the presentation to your own email address, so that you will be prepared if you happen to lose your USB key.

B. Onsite

- Once you have picked up your badge at the registration desk, please go immediately to the Speakers Preparation Room where you may download your PowerPoint presentation file and review it on the computer screen.
- Please provide your PowerPoint file to conference organizing staff 24 hours before your presentation time. This will ensure that everything will be ready for your presentation at the presentation time.

-
- 30 minutes prior to the beginning of the session, all presentation files will be transferred to the individual session rooms.
 - The name of your session room will be confirmed in the final program, available on site or as a download from the website prior to the congress.
 - At least 15 minutes before the beginning of your session, please be present in the room where the session will take place in order to introduce yourself to the session chair(s) and to meet your fellow speakers.

C. Standard AV Equipment

- The oral presentation rooms will be equipped with a data projector, a laptop computer, a podium and/or Lavalier microphone, a confidence monitor and a laser pointer. The computers in the presentation room and speaker ready room will support PC based presentations.
- A technician will also be available in each session room to ensure the presentations run smoothly.
- The presenters who wishes to use their personal Apple devices should also bring their personal converter cables.

D. Recommended Method for Your Presentation

- When building your presentation, use standard fonts (e.g., Times Roman, Helvetica, Arial, New Times Roman), basic fonts are included on the session room PCs but if an unusual font is used it may not translate.
- Include in the same folder as your presentation, any external files utilized, e.g. movie files. Copy the entire folder to the USB flash Drive or CD ROM.



- The operating system will be Windows 7 and software will include: Microsoft Office 2010, Adobe - Acrobat Reader and many multimedia player (VLC, Quicktime, Windows media, Flash).

Test your presentation on a separate PC compatible computer to ensure fonts are standard and components such as movies are embedded rather than merely linked in your presentation.

E. Internet

Free wireless Internet access is available in all the meeting rooms at the venue. Should you require internet access for your presentation, be sure to test the links before your session starts.

F. Presentation Lengths

- Keynote Presentation:

The Keynote presentations are scheduled for a 30 minute slot, which includes 25 minutes for the presentation and 5 minutes for Q&A, and some time for the chair to formally introduce you.

- Oral Presentation:

The Oral presentations are scheduled for 15 minutes.

G. Speaker materials/handouts

As 12th World Buffalo Congress is a sustainable event, we encourage all presenters to avoid paper handouts.

Thank you for your participation at International 12th World Buffalo Congress. Your presentation will be a valuable contribution to the congress!